

St. Joseph's Catholic School & Sixth Form Centre
Ysgol Gatholig San Joseff

Traffic Management Procedure



Traffic Management Procedure agreed by Governors:

Signed by Chair:

A handwritten signature in black ink, appearing to read 'P. Wellingham', is placed over a light grey rectangular background.

Date: 10/07/2024

**TRAFFIC MANAGEMENT ARRANGEMENTS AT
ST JOSEPHS COMPREHENSIVE SCHOOL**

1. Regulations

Health & Safety at Work etc. Act 1974 and associated regulations mentioned in the text.

2. Who needs to see this document?

Head teachers and all other appropriate staff including Health & Safety Representatives

3. Who else needs to know?

Governors

4. Contact

Corporate Health & Safety Section

Tel: 01639 763950

Email: healthandsafety@npt.gov.uk

5. These site safety arrangements provide an overview of most of the significant health & safety aspects of the development of Traffic Management Arrangements at St Josephs Comprehensive School.

6. The arrangements refer to more detailed standards and guidelines which must be followed.

7. These arrangements for St Josephs Comprehensive School will be recorded with the School Health and Safety Policy and communicated to all relevant parties (Staff, L.E.A., pupils, parents, visitors, delivery persons, contractors, etc.)

8. The fundamental principle is to minimise and control the risk posed by vehicles on school sites.

9. The Management of the Health and Safety at Work Regulations require employers to undertake risk assessments on all activities where there is foreseeable risk. Therefore, there is a statutory

requirement to undertake a risk assessment on the traffic management at St Josephs Comprehensive School which will be held on the risk assessment file.

11. Risk Assessment

The risk assessment identifies: -

- ❖ All significant hazards
- ❖ All persons at risk
- ❖ What control measures are in place to control the risk

12 The significant findings of the risk assessment are recorded and include the arrangements for effective traffic management.

13. These arrangements take into account previous practical experiences and include the information provided in the LEA guidance notes.

14. The risk assessment will be reviewed:

- following an incident,
- when factors change or
- it is no longer valid.

15. Things that will be considered when reviewing a risk assessment are;

- new staff
- new or altered buildings/facilities
- changes to the layout of the site.

16. Vehicles on site

Contractors, delivery vehicles and staff and visitor vehicles are allowed on site.

17. Parents' vehicles

Parents' vehicles are allowed on site. However, when dropping off or picking up their children parents should park on the road outside

the school where it is safe and legal to do so, or where at all possible are encouraged to walk their children to and from school in the light of the Authority's "Safe routes to schools" initiative.

18. Staff vehicles

Staff vehicles are allowed on site.

19. Buses, minibuses and taxis.

Minibuses and taxis are allowed on site but drive on in a safe and secure manner.

20. Delivery vehicles

Delivery vehicles are allowed on site but must drive on in a safe and secure manner.

21. Visitors/Contractors vehicles

Vehicles are allowed on site only after they have received permission from the Headteacher and must drive on in a safe and secure manner.

22. Building works vehicles

Where significant works are proposed the vehicle access and working arrangements must be discussed and agreed at the feasibility stage between Head teacher and Contractor.

The vehicles should be closely supervised by a banks man employed by the construction firm.

The amended site access arrangements need to be recorded and communicated to all site users.

Where possible building works are arranged to be carried out during the holiday periods.

23. Emergency Access

If a vehicle has to be driven into the School grounds it will be done when the grounds are free from pupils. If this is not possible due to exceptional circumstances, then vehicles should be driven slowly through the grounds whilst sounding the horn and activating their

hazard warning lights to alert all in the area. A nominated person should clear the vehicle's route in advance.

24. Cycles

Cyclists must dismount before entering the school premises and park the cycle in an agreed place with the Head teacher.

25. Parking

Staff and Pupil parking is allowed on site.

26. Pupils

Pupils are not allowed to open/close the school gates to allow vehicles access/egress.

27. Fencing

Fencing has been erected outside the main school to prevent any pedestrians having immediate access to the surrounding school grounds.

Temporary barriers will be utilised to control pedestrian and vehicular traffic in appropriate circumstances.

28. Gates

The school gate at the school remain open throughout the day and are used for visitors and contractors access only. There are speed bumps on the drive down to the school to ensure vehicles are not driven at excessive speeds.

29. Supervision

Pupils are supervised on arrival to school in the dining hall. The departure of the pupils at the school are supervised by staff.

30. Poor visibility

Visibility at the site is good at both sites where pedestrians cross and this requires no further action.

31. Access to and from School

St Joseph's Comprehensive School suffers from some vehicle congestion problems close to and surrounding their premises.

Parents who drop off and pick up their children by car cause much of the congestion. Buses also take up considerable space on the road outside of the school.

The School considers the following in an attempt to reduce the congestion:

- ❖ Encourage walking and cycling
- ❖ Liaise with local Police/Parking Attendants regarding enforcement.
- ❖ Remind parents from time to time of the dangers and problems associated with congestion at school entrances.
- ❖ Parents should also be encouraged to car share to reduce the number of vehicles outside the site.
- ❖ Blame and shame scheme

The school will maintain a record of traffic incidents that occur off site in the vicinity of the school when they are informed of them. These records may help Police with enquiries or the Local Authority may use them to support the introduction of remedial measures.

33. Useful contacts

Traffic management advice.

Corporate Health and Safety Section 01639 763950

Road Safety Education, Safe routes to school, child pedestrian training, school crossing patrol, integrated transport, cycle proficiency, school travel plans.

Road Safety 01639 686582

Design of signs, road markings, footways, safe routes to schools, fencing, crossing facilities etc

Design Section 01639 686582